

# 11. Forthcoming ("in press")

## **A. Forthcoming Journal Articles**

- Sample Citation and Introduction
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- Examples

## **B. Forthcoming Books**

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

### **See also:**

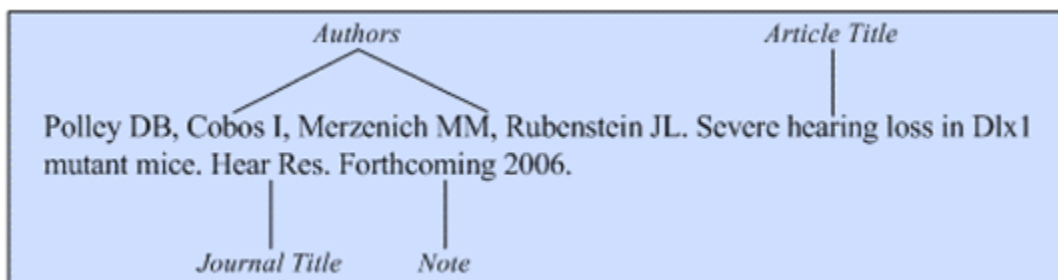
Chapter 1 Journals

Chapter 2 Books

## A. Sample Citation and Introduction to Citing Forthcoming Journal Articles

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The general format for a reference to a forthcoming journal article, including punctuation:



**Illustration of the general format for a reference to a forthcoming journal article.**

### Examples of Citations to Forthcoming Journal Articles

Forthcoming material consists of journal articles or books accepted for publication but not yet published. "Forthcoming" has replaced the former "in press" because changes in the publishing industry make the latter term obsolete.

Do not include as forthcoming those articles that have been submitted for publication but have not yet been accepted for publication. Note that some publishers will not accept references to any form of unpublished items in a reference list.

You may add the affiliation of the first author or additional authors of the article to the citation to facilitate retrieval in the event there is some delay or change in final publication. For journal articles you may also include the exact volume and issue number if known.

For more examples of the components of citations, see Chapter 1A Journal Articles.

Continue to Citation Rules with Examples for Forthcoming Journal Articles.

Continue to Examples of Citations to Forthcoming Journal Articles.

## Citation Rules with Examples for Forthcoming Journal Articles

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Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Author Affiliation (O) | Article Title (R) | Article Type (O) | Journal Title (R) | Edition (R) | Type of Medium (R) | Volume Number (O) | Issue Number (O) | Language (R) | Notes (R)

### Author for Forthcoming Articles (required)

#### General Rules for Author:

- List names in the order they will appear in the final document
- Enter surname (family or last name) first for each author/editor
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all authors, regardless of the number
- Separate author names from each other by a comma and a space
- End author/editor information with a period

#### Specific Rules for Author:

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew) or character-based languages (Chinese, Japanese, Korean)
- Organizations as author
- No author included
- Options for author names

#### Examples for Author:

1. Standard citation for a forthcoming article
2. Forthcoming article with optional full first names
3. Forthcoming article with author names showing designation of rank in a family
4. Forthcoming article with authors having compound surnames
5. Forthcoming article with prefixes or particles in author surnames
6. Forthcoming article with no author or editor

## Author Affiliation for Forthcoming Articles (optional)

### General Rules for Author Affiliation:

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the affiliation
- Place the affiliation in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the parentheses, unless it is the affiliation of the last author, then use a period

### Specific Rules for Author Affiliation:

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

### Examples for Author Affiliation:

7. Forthcoming article with author affiliation

## Article Title for Forthcoming Articles (required)

### General Rules for Article Title:

- Enter the title of an article or book as it will appear in the final document, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless some other form of punctuation such as a question mark, period, or an exclamation point is already present
- Follow non-English titles with a translation, whenever possible; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it or a Type of Medium follows it (see below)

### Specific Rules for Article Title:

- Article titles not in English
- Article titles in more than one language
- Translated article titles ending in punctuation other than a period
- Article titles containing a Greek letter, chemical formula, or another special character

### Examples for Article Title:

8. Forthcoming article title beginning with a lower case letter
9. Forthcoming article title containing Greek letters, superscripts, or subscripts
10. Forthcoming article with a title not in English
11. Forthcoming article that is a letter to the editor

## Article Type for Forthcoming Articles (optional)

### General Rules for Article Type:

- An article type alerts the user that the reference is to an abstract or a letter to the editor, not a full article
- Place [abstract] or [letter] after the article title
- Follow the bracketed article type with a period

### Specific Rules for Article Type:

- Article titles ending in punctuation other than a period
- Article titles not in English

### Examples for Article Type:

11. Forthcoming article that is a letter to the editor

## Journal Title for Forthcoming Articles (required)

### General Rules for Journal Title:

- Enter a journal title in the original language
- Abbreviate significant words in a journal title (see Abbreviation rules for journal titles below) and omit other words, such as articles, conjunctions, and prepositions
- Capitalize all remaining title words, including abbreviations
- End the journal title with a period unless an Edition statement or a Type of Medium is included (see below)

### Specific Rules for Journal Title:

- Abbreviation rules for journal titles
- Non-English journal titles
- Single word journal titles
- Journals appearing in different editions
- Options for journal titles

### Examples for Journal Title:

12. Forthcoming article in a journal title with an edition
13. Forthcoming article in a journal title with a place of publication added
14. Forthcoming article in an Internet journal

## Edition for Forthcoming Articles (required)

### General Rules for Edition:

- Indicate the edition/version being cited after the title if a journal is published in more than one edition or version
- Abbreviate each significant word (see Abbreviation rules for editions below) and omit other words, such as articles, conjunctions, and prepositions
- Capitalize all remaining title words, including abbreviations
- Place the edition statement in parentheses, such as (Br Ed)

- End the edition statement with a period placed outside the parenthesis unless the Type of Medium is included (see below)

### Specific Rules for Edition:

- Abbreviation rules for editions
- Non-English words for editions

### Examples for Edition:

12. Forthcoming article in a journal title with an edition

## Type of Medium for Forthcoming Articles (required)

### General Rules for Type of Medium:

- Indicate the specific type of medium (videocassette, DVD, CD-ROM, Internet, etc.) following the title when a journal will be published in a non-print format
- Place the name of the medium in square brackets and end with a period, such as [videocassette]. or [Internet].
- See Chapter 16 for articles in audiovisual formats and Chapter 19 for electronic formats for more information

### Specific Rules for Type of Medium:

- Both an edition and a type of medium

### Examples for Type of Medium:

14. Forthcoming article in an Internet journal

## Volume Number for Forthcoming Articles (optional)

### General Rules for Volume Number:

- Omit "volume", "vol.", and similar wording preceding the number
- Use arabic numbers only. For example: convert LX or Sixtieth to 60.
- Separate multiple volumes by a hyphen, such as 5-6 or 42-43
- Do not follow a volume number with any punctuation unless there is no issue number. In that case, follow with a period.

### Specific Rules for Volume Number:

- Supplements, parts, special numbers to a volume
- Non-English names for volume
- No volume number present

### Examples for Volume Number:

15. Forthcoming article with volume and issue predicted

## Issue Number for Forthcoming Articles (optional)

### General Rules for Issue Number:

- Omit "number", "no.", and other wording preceding the number

- Use arabic numbers only. For example: convert IV or Fourth to 4.
- Separate multiple issues by a hyphen, such 2-3
- Place issue information in parentheses
- End issue information with a period

### **Specific Rules for Issue Number:**

- Supplements, parts, special numbers to an issue
- Non-English names for issue
- No volume number present
- No issue number present

### **Examples for Issue Number:**

15. Forthcoming article with volume and issue predicted

## **Language for Forthcoming Articles (required)**

### **General Rules for Language:**

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

### **Specific Rules for Language:**

- Articles appearing in more than one language

### **Examples for Language:**

10. Forthcoming article with a title not in English

## **Notes for Forthcoming Articles (required)**

### **General Rules for Notes:**

- Begin with the word Forthcoming
- Enter the year of intended publication, if known
- End with a period

### **Specific Rules for Notes:**

- Other types of material to include in notes
- Options for date

### **Examples for Notes:**

16. Forthcoming article with specific date predicted

17. Forthcoming article with no date predicted

18. Forthcoming article with other types of note

## Examples of Citations to Forthcoming Journal Articles

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### 1. Standard citation for a forthcoming article

Laking G, Lord J, Fischer A. The economics of diagnosis. *Health Econ.* Forthcoming 2006.

Savinainen KJ, Helenius MA, Lehtonen HJ, Visakorpi T. Overexpression of EIF3S3 promotes cancer cell growth. *Prostate.* Forthcoming 2006.

### 2. Forthcoming article with optional full first names

Burgio, Kathryn L.; Goode, Patricia S.; Richter, Holly E.; Locher, Julie L.; Roth, David L. Global ratings of patient satisfaction and perceptions of improvement with treatment for urinary incontinence: validation of three global patient ratings. *Neurourol Urodyn.* Forthcoming 2006.

### 3. Forthcoming article with author names showing designation of rank in a family

Loudon RP, Silver LD, Yee HF Jr, Gallo G. RhoA-kinase and myosin II are required for the maintenance of growth cone polarity and guidance by nerve growth factor. *J Neurobiol.* Forthcoming 2006.

Cross WW 3rd, Saleh KJ, Wilt TJ, Kane RL. Agreement about indications for total knee arthroplasty. *Clin Orthop Relat Res.* Forthcoming 2006.

### 4. Forthcoming article with authors having compound surnames

Navarro-Sarabia F, Ariza-Ariza R, Hernandez-Cruz B, Villanueva I. Adalimumab for treating rheumatoid arthritis. *J Rheumatol.* Forthcoming 2006.

Ilja Boor PK, Groot KD, Mejaski-Bosnjak V, Brenner C, van der Knaap MS, Scheper GC, Pronk JC. Megalencephalic leukoencephalopathy with subcortical cysts: an update and extended mutation analysis of MLC1. *Hum Mutat.* Forthcoming 2006

### 5. Forthcoming article with prefixes or particles in author surnames

Lantinga-van Leeuwen IS, Leonhard WN, van de Wal A, Breuning MH, Verbeek S, de Heer E, Peters DJ. Transgenic mice expressing tamoxifen-inducible Cre for somatic gene modification in renal epithelial cells. *Genesis.* Forthcoming 2006.

Williams NI, De Souza MJ. Female athlete triad errors and misunderstandings. *Med Sci Sports Exerc.* Forthcoming 2006.

O'Rourke E, Hussain R, Buscombe JR, Hilson AJ. Overlying urostomy bag simulating urinary leak in a postrenal transplant MAG3 study. *Clin Nucl Med.* Forthcoming 2006.

Alston RD, Tatevossian RG, McNally RJ, Kelsey A, Birch JM, Eden TO. Incidence and survival of childhood Langerhans cell histiocytosis in Northwest England from 1954 to 1998. *Pediatr Blood Cancer.* Forthcoming 2006.

Ilja Boor PK, Groot KD, Mejaski-Bosnjak V, Brenner C, van der Knaap MS, Scheper GC, Pronk JC. Megalencephalic leukoencephalopathy with subcortical cysts: an update and extended mutation analysis of MLC1. *Hum Mutat.* Forthcoming 2006.

### 6. Forthcoming article with no author or editor

NCRP Report 151. Structural shielding design and evaluation for megavoltage x-and gamma-ray radiotherapy facilities. *J Radiol Prot.* Forthcoming 2006.



## 7. Forthcoming article with author affiliation

Culley MR (Georgia State University, Atlanta, GA), Conkling M, Emshoff J, Blakely C, Gorman D. Environmental and contextual influences on school violence and its prevention. J Prim Prev. Forthcoming 2006.

Satyanarayana T (Laboratoire de Catalyse Moleculaire, Institut de Chimie Moleculaire et des Materiaux d'Orsay, Universite Paris-Sud, Orsay, France), Kagan HB (Laboratoire de Synthese Asymetrique, Universite Paris-Sud, Orsay, France). Asymmetric amplification by kinetic resolution using a racemic reagent: example in amine acetylation. Chemistry. Forthcoming 2006.

## 8. Forthcoming article title beginning with a lower case letter

Yao S, Zhang Y, Li J. c-jun/AP-1 activation does not affect the antiproliferative activity of phenethyl isothiocyanate, a cruciferous vegetable-derived cancer chemopreventive agent. Mol Carcinog. Forthcoming 2006.

Sun Y. p53 and its downstream proteins as molecular targets of cancer. Mol Carcinog. Forthcoming 2006.

## 9. Forthcoming article title containing Greek letters, superscripts, or subscripts

Suzuki T, Hide I, Matsubara A, Hama C, Harada K, Miyano K, Andra M, Matsubayashi H, Sakai N, Kohsaka S, Inoue K, Nakata Y. Microglial  $\alpha 7$  nicotinic acetylcholine receptors drive a phospholipase C/IP<sub>3</sub> pathway and modulate the cell activation toward a neuroprotective role. J Neurosci Res. Forthcoming 2006.

or

Suzuki T, Hide I, Matsubara A, Hama C, Harada K, Miyano K, Andra M, Matsubayashi H, Sakai N, Kohsaka S, Inoue K, Nakata Y. Microglial  $\alpha 7$  nicotinic acetylcholine receptors drive a phospholipase C/IP<sub>3</sub> pathway and modulate the cell activation toward a neuroprotective role. J Neurosci Res. Forthcoming 2006.

## 10. Forthcoming article with a title not in English

Collinet P, Decanter C, Lefebvre C, Leroy JL, Vinatier D. [Endometriosis and infertility]. Gynecol Obstet Fertil. French. Forthcoming 2006.

Perea-Carrasco R, Castano-Lopez MA, Perez-Coronel R. [Adequate use of drugs and therapeutic efficacy]. Med Clin (Barc). Spanish. Forthcoming 2006.

with optional original title included

Collinet P, Decanter C, Lefebvre C, Leroy JL, Vinatier D. Endometriose et infertilité [Endometriosis and infertility]. Gynecol Obstet Fertil. French. Forthcoming 2006.

Perea-Carrasco R, Castano-Lopez MA, Perez-Coronel R. Uso racional del medicamento y eficacia terapeutica [Adequate use of drugs and therapeutic efficacy]. Med Clin (Barc). Spanish. Forthcoming 2006.

## 11. Forthcoming article that is a letter to the editor

Ch'ng A, Lowe M. Celecoxib allergies and cross-reactivity [letter]. Intern Med J. Forthcoming 2006.

Thabet F, Tilouche S, Tabarki B, Boukadida J, Yacoub M. [Listeria monocytogenes meningitis in an immunocompetent child (letter)]. Arch Pediatr. French. Forthcoming 2006.

Sleth JC, Saizy C, Servais R, Pluskwa F, Lafforgue E. [Intrathecal catheter after wet tap in labour: headache prevention? (letter)]. Ann Fr Anesth Reanim. French. Forthcoming 2006.

## 12. Forthcoming article in a journal title with an edition

Altintas EB, Yavuz H, Say R, Denizli A. Methacryloylamidoglutamic acid having porous magnetic beads as a stationary phase in metal chelate affinity chromatography. *J Biomater Sci (Polym Ed)*. Forthcoming 2006.

## 13. Forthcoming article in a journal title with a place of publication added

Perea-Carrasco R, Castano-Lopez MA, Perez-Coronel R. [Adequate use of drugs and therapeutic efficacy]. *Med Clin (Barc)*. Spanish. Forthcoming 2006.

## 14. Forthcoming article in an Internet journal

Reich T, Gefen A. Effect of trabecular bone loss on cortical strain rate during impact in an in vitro model of avian femur. *Biomed Eng Online [Internet]*. Forthcoming 2006.

## 15. Forthcoming article with volume and issue predicted

Velentgas P, West W, Cannuscio CC, Watson DJ, Walker AM. Cardiovascular risk of selective cyclooxygenase-2 inhibitors and other non-aspirin non-steroidal anti-inflammatory medications. *Pharmacoepidemiol Drug Saf*. **15 (5)**. Forthcoming 2006.

## 16. Forthcoming article with specific date predicted

Laking G, Lord J, Fischer A. The economics of diagnosis. *Health Econ*. **Forthcoming 2006 May 2**.

## 17. Forthcoming article with no date predicted

Zawada J, Swartz J. Effects of growth rate on cell extract performance in cell-free protein synthesis. *Biotechnol Bioeng*. **Forthcoming**.

## 18. Forthcoming article with other types of note

Sun Y. p53 and its downstream proteins as molecular targets of cancer. *Mol Carcinog*. Forthcoming 2006. **Review**.

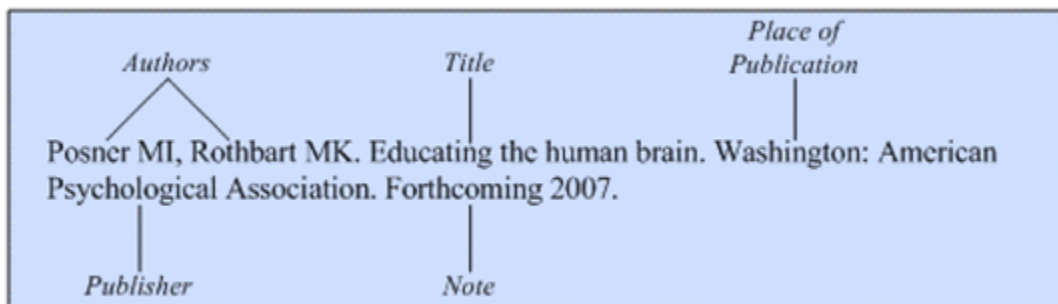
Kraemer HC, Frank E, Kupfer DJ. Moderators of treatment outcomes: clinical, research, and policy importance. *JAMA*. Forthcoming 2006. **Supported by grants from the National Institute on Aging and the National Institute of Mental Health**.

American Academy of Family Physicians. Information from your family doctor. What you should know about worrying too much. *Am Fam Physician*. 73(6). Forthcoming 2006. **Patient education handout to be included**.

## B. Sample Citation and Introduction to Citing Forthcoming Books

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The general format for a reference to a forthcoming book, including punctuation:



**Illustration of the general format for a reference to a forthcoming book.**

### Examples of Citations to Forthcoming Books

Forthcoming material consists of journal articles or books accepted for publication but not yet published. "Forthcoming" has replaced the former "in press" because changes in the publishing industry make the latter term obsolete.

Do not include as forthcoming those books that have been submitted for publication but have not yet been accepted for publication. Note that some publishers will not accept references to any form of unpublished items in a reference list.

You may add the affiliation of the first author or additional authors of a book to the citation to facilitate retrieval in the event there is some delay or change in final publication.

For additional examples of the components of citations, see Chapter 2 Books.

Continue to Citation Rules with Examples for Forthcoming Books.

Continue to Examples of Citations to Forthcoming Books.

## Citation Rules with Examples for Forthcoming Books

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Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author/Editor (R) | Author Affiliation (O) | Title (R) | Type of Medium (R) | Edition (R) | Editor and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Language (R) | Notes (R)

### Author/Editor for Forthcoming Books (required)

#### General Rules for Author/Editor:

- List names in the order they will appear in the final book
- Enter surname (family or last name) first for each author/editor
- Capitalize surnames and enter spaces in surnames as they will appear in the book on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all authors/editors, regardless of the number
- Separate author/editor names from each other by a comma and a space
- If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors; see Editor and Other Secondary Authors below if there are authors and editors
- End author/editor information with a period

#### Specific Rules for Author/Editor:

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew) or character-based languages (Chinese, Japanese, Korean)
- Non-English words for editor
- Organizations as author
- No author included
- Options for author names

#### Examples for Author/Editor:

1. Standard citation for a forthcoming book
2. Forthcoming book with optional full first names
3. Forthcoming book with designations of family rank in author/editor names
4. Forthcoming book with compound author/editor names
5. Forthcoming book with prefixes or particles in author/editor names
6. Forthcoming book with editor(s) instead of an author
7. Forthcoming book with an organization as the author
8. Forthcoming book with no author

## Author Affiliation for Forthcoming Books (optional)

### General Rules for Author Affiliation:

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the parentheses, unless it is the affiliation of the last author, then use a period

### Specific Rules for Author Affiliation:

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

### Examples for Author Affiliation:

9. Forthcoming book with author affiliation

## Title for Forthcoming Books (required)

### General Rules for Title:

- Enter the title of an article or book as it will appear in the final document, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless some other form of punctuation such as a question mark, period, or an exclamation point is already present
- Follow non-English titles with a translation, whenever possible; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it or a Type of Medium follows it

### Specific Rules for Title:

- Titles not in English
- Titles in more than one language
- Titles containing a Greek letter, chemical formula, or another special character

### Examples for Title:

1. Standard citation for a forthcoming book
10. Forthcoming book with a subtitle
11. Forthcoming book in a language other than English
12. Forthcoming book to be published in multiple languages

## Type of Medium for Forthcoming Books (required)

### General Rules for Type of Medium:

- Indicate the type of medium (videocassette, DVD, Internet, etc.) following the title when a book will be published in a non-print format
- Place the name of the medium in square brackets and end with a period, such as [videocassette]. or [Internet].
- See Chapter 15 for books in audiovisual formats and Chapter 18 for books in electronic formats for more information

### Specific Rules for Type of Medium:

- Titles not in English
- Titles ending in punctuation other than a period

### Examples for Type of Medium:

13. Forthcoming book in a non-print medium

## Edition for Forthcoming Books (required)

### General Rules for Edition:

- Indicate the edition/version being cited after the title if a book will be published with a statement of edition
- Abbreviate common words (see Abbreviation rules for editions)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period

### Specific Rules for Edition:

- Abbreviation rules for editions
- Non-English words for editions
- First editions

### Examples for Edition:

14. Forthcoming book with an edition

## Editor and other Secondary Authors for Forthcoming Books (optional)

### General Rules for Editor and other Secondary Authors:

- A secondary author modifies the work of the author. Examples include editors, translators, and illustrators.
- Place the names of secondary authors after the title, following any type of medium or edition statement
- Use the same rules for the format of names presented in Author/Editor above
- Follow the last named editor with a comma and the word editor or editors; the last named illustrator with a comma and the word illustrator or illustrators, etc.
- End secondary author information with a period
- If there is no author, move secondary authors such as editors and translators to the author position in the reference

### **Specific Rules for Editor and other Secondary Authors:**

- More than one type of secondary author
- Secondary author performing more than one role
- Non-English names for secondary authors
- Organization as editor

### **Examples for Editor and other Secondary Authors:**

15. Forthcoming book with secondary authors

## **Place of Publication for Forthcoming Books (required)**

### **General Rules for Place of Publication:**

- Place is defined as the city where the book will be published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as London (ON) and London (England)
- Use the anglicized form for a non-US city, such as Vienna for Wein
- End place information with a colon

### **Specific Rules for Place of Publication:**

- Non-US cities
- Joint publication
- Multiple places of publication

### **Examples for Place of Publication:**

16. Forthcoming book with geographic qualifier added to place of publication

## **Publisher for Forthcoming Books (required)**

### **General Rules for Publisher:**

- Record the name of the publisher as it will appear in the publication, using whatever capitalization and punctuation will be found there
- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- When a division or other subsidiary part of a publisher will appear in the publication, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a period

### **Specific Rules for Publisher:**

- Abbreviated words in publisher names
- Non-English names for publishers
- Government agencies and other national and international bodies as publisher

- Joint publication
- Multiple publishers

**Examples for Publisher:**

17. Forthcoming book with publisher with subsidiary department/division named

**Language for Forthcoming Books (required)****General Rules for Language:**

- Give the language of publication if other than English
- Capitalize the language name
- Follow the language name with a period

**Specific Rules for Language:**

- Books appearing in more than one language

**Examples for Language:**

11. Forthcoming book in a language other than English
12. Forthcoming book to be published in multiple languages

**Notes for Forthcoming Books (required)****General Rules for Notes:**

- Begin with the word Forthcoming
- Enter the year of intended publication, if known
- End with a period

**Specific Rules for Notes:**

- Other types of material to include in notes
- Options for date

**Examples for Notes:**

1. Standard citation for a forthcoming book
18. Forthcoming book with no predicted date of publication



## Examples of Citations to Forthcoming Books

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### 1. Standard citation for a forthcoming book

Posner MI, Rothbart MK. Educating the human brain. Washington: American Psychological Association. Forthcoming 2007.

Burroughs A. Atlas of liver disease. Carnforth (UK): Parthenon Publications Group. Forthcoming 2007.

### 2. Forthcoming book with optional full first names

Posner, Michael I.; Rothbart, Mary Klevjord. Educating the human brain. Washington: American Psychological Association. Forthcoming 2007.

### 3. Forthcoming book with designations of family rank in author/editor names

Nelson WM 3rd. Conduct disorders: a practitioner's guide to comparative treatments. New York: Springer Publishing Company, Incorporated. Forthcoming 2006.

Miller WT Jr. Diagnostic thoracic imaging. New York: McGraw-Hill Incorporated. Forthcoming 2006.

### 4. Forthcoming book with compound author/editor names

Timor-Tritsch IE, Goldstein SR. Ultrasound in gynecology. 2nd ed. Philadelphia: Elsevier Churchill Livingstone. Forthcoming 2007.

Narro Robles J, Rivero Serrano O, Lopez Barcena JJ. Diagnostico y tratamiento en la practica medica. Mexico City: Editorial El Manual Moderno. Spanish. Forthcoming 2006.

### 5. Forthcoming book with prefixes or particles in author/editor names

Lilienfeld SO, O'Donohue WT. The great ideas of clinical science: 17 principles that every mental health researcher and practitioner should understand. New York: Routledge. Forthcoming 2007.

Taylor CR, Dell'Oro R, editors. Health and human flourishing: religion, medicine, and moral anthropology. Washington: Georgetown University Press. Forthcoming 2006.

McLean S. Making medical decisions. Aldershot (UK): Ashgate Publishing Company. Forthcoming 2006.

zur Hausen H. Infections causing human cancer. Weinheim (Germany): Wiley-VCH. Forthcoming 2006.

### 6. Forthcoming book with editor(s) instead of an author

Lilienfeld SO, O'Donohue WT, editors. The great ideas of clinical science: 17 principles that every mental health researcher and practitioner should understand. New York: Routledge. Forthcoming 2007.

### 7. Forthcoming book with an organization as the author

Joint Commission on Accreditation of Healthcare Organizations. Are you prepared? Hospital emergency management checklist. Oak Brook (IL): Joint Commission Resources. Forthcoming 2006.

### 8. Forthcoming book with no author

Stedman's neurology & neurosurgery words. 4th ed. Baltimore (MD): Lippincott Williams & Wilkins. Forthcoming 2007.

## 9. Forthcoming book with author affiliation

Del Mar C (Bond University, Queensland, Australia), Doust J (University of Queensland, Queensland, Australia), Glasziou P (University of Oxford, Oxford, UK). Clinical thinking: evidence, communication and decision-making. Oxford (UK): Blackwell BMJ Books. Forthcoming 2006.

Toone EJ, editor (Department of Chemistry, Duke University, Durham, NC). Protein evolution. Hoboken (NJ): John Wiley and Sons, Inc. Forthcoming 2006.

## 10. Forthcoming book with a subtitle

Bellack AS, Bennett ME, Gearon JS. Behavioral treatment for substance abuse in people with serious and persistent mental illness: a handbook for mental health professionals. New York: Routledge. Forthcoming 2007.

## 11. Forthcoming book in a language other than English

Cantani A. Allergologia e immunologia pediatrica - dall'infanzia all'adolescenza. 2nd ed. Berlin (Germany): Springer. Italian. Forthcoming 2006.

Greim H, editor. Gesundheitsschadliche Arbeitsstoffe. Weinheim (Germany): Wiley-VCH. German. Forthcoming 2006.

Narro Robles J, Rivero Serrano O, Lopez Barcena JJ. Diagnostico y tratamiento en la practica medica. Mexico City: Editorial El Manual Moderno. Spanish. Forthcoming 2006.

*with translation*

Cantani A. Allergologia e immunologia pediatrica - dall'infanzia all'adolescenza [Pediatric allergy and immunology - from infancy to adolescence]. 2nd ed. Berlin (Germany): Springer. Italian. Forthcoming 2006.

Greim H, editor. Gesundheitsschadliche Arbeitsstoffe [Workplace materials injurious to health]. Weinheim (Germany): Wiley-VCH. German. Forthcoming 2006.

Narro Robles J, Rivero Serrano O, Lopez Barcena JJ. Diagnostico y tratamiento en la practica medica [Diagnosis and treatment in medical practice]. Mexico City: Editorial El Manual Moderno. Spanish. Forthcoming 2006.

## 12. Forthcoming book to be published in multiple languages

Chen WP. Asian blepharoplasty and the eyelid crease. Philadelphia: Butterworth Heinemann/Elsevier. English, Japanese. Forthcoming 2006.

Betta E. Animare la vita: disciplina della nascita tra medicina e morale nell'Ottocento. Bologna (Italy): Il Mulino. Italian, French. Forthcoming 2006.

## 13. Forthcoming book in a non-print medium

Larsen E. Abused boys, wounded men: taking responsibility for ending the cycle of pain [videocassette]. Center City (MN): Hazelden Publishing. Forthcoming 2006.

## 14. Forthcoming book with an edition

Keats TE, Anderson M. Atlas of normal roentgen variants that may simulate disease. 8th ed. St. Louis (MO): Mosby. Forthcoming 2007.

Civetta J. Critical care. 4th ed. Baltimore (MD): Lippincott Williams & Wilkins. Forthcoming 2008.

Cantani A. Allergologia e immunologia pediatrica - dall'infanzia all'adolescenza [Pediatric allergy and immunology - from infancy to adolescence]. 2nd ed. Berlin (Germany): Springer. Italian. Forthcoming 2006.

## 15. Forthcoming book with secondary authors

LaFleur WR. Dark medicine: rationalizing unethical medical research. Bohme G, Shimazono S, editors. Bloomington (IN): Indiana University Press. Forthcoming 2007.

Robbins T. Elizabeth Blackwell: America's first woman doctor. Martin C, Timmons A, illustrators. Bloomington (IN): Capstone Press. Forthcoming 2007.

Pischinger AW. The extracellular matrix and ground regulation: basis for a holistic biological medicine. Eibl I, translator; Heine H, editor. Berkeley (CA): North Atlantic Books. Forthcoming 2007.

## 16. Forthcoming book with geographic qualifier added to place of publication

Dutton RL, Scharer JM, editors. Advanced technologies for biopharmaceutical processing. Ames (IA): Blackwell Pub. Forthcoming 2007.

## 17. Forthcoming book with publisher with subsidiary department/division named

Nordin BE. Musculoskeletal disorders and the workplace. Philadelphia: Elsevier, Health Sciences Division. Forthcoming 2006.

## 18. Forthcoming book with no predicted date of publication

D'Andrea D. Civic Christianity in Renaissance Italy: the Hospital of Treviso (1400-1530). Rochester (NY): University of Rochester Press. Forthcoming.

### Box 1: Surnames with hyphens and other punctuation in them:

- Keep hyphens within surnames

Estelle Palmer-Canton *becomes* Palmer-Canton E

Ahmed El-Assmy *becomes* El-Assmy A

- Keep particles, such as O', D', and L'

Alan D. O'Brien *becomes* O'Brien AD

Jacques O. L'Esperance *becomes* L'Esperance JO

U. S'adeh *becomes* S'adeh U

- Omit all other punctuation within surnames

Charles A. St. James *becomes* St James CA

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## Box 2: Other surname rules:

- Keep prefixes in surnames

Lama Al Bassit *becomes* Al Bassit L

Jiddeke M. van de Kamp *becomes* van de Kamp JM

Gerard de Pouvourville *becomes* de Pouvourville G

- Keep compound surnames even if no hyphen appears

Sergio Lopez Moreno *becomes* Lopez Moreno S

Jaime Mier y Teran *becomes* Mier y Teran J

Virginie Halley des Fontaines *becomes* Halley des Fontaines V

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat a letter marked with diacritics or accents as if it were not marked

Ä *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ô *treated as* o

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters

æ *treated as* ae

œ *treated as* oe

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### Box 3: Given names containing punctuation, a prefix, a preposition, or particle:

- Disregard hyphens joining given (first or middle) names

Jean-Louis Lagrot *becomes* Lagrot JL

- Use only the first letter of given names and middle names when they contain a prefix, a preposition, or other particle

D'Arcy Hart *becomes* Hart D

W. St. John Patterson *becomes* Patterson WS

De la Broquerie Fortier *becomes* Fortier D

Craig McC. Brooks *becomes* Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

Ch. Wunderly *becomes* Wunderly C

C. Fr. Erdman *becomes* Erdman CF

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter when the original initial is represented by more than one letter

Iu. A. Iakontov *becomes* Iakontov IuA

G. Th. Tsakalos *becomes* Tsakalos GTh

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### Box 4: Degrees, titles, and honors before or after a personal name:

- Omit degrees, titles, and honors that follow a personal name, such as M.D.

James A. Reed, M.D., F.R.C.S. *becomes* Reed JA

Katherine Schmidt, Ph.D. *becomes* Schmidt K

Robert V. Lang, Major, US Army *becomes* Lang RV

- Omit rank and honors that precede a name, such as Colonel or Sir

Sir Frances Hildebrand *becomes* Hildebrand F

Dr. Kristine Eberhard *becomes* Eberhard K

Captain R.C. Williams *becomes* Williams RC

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## Box 5: Designations of rank in a family, such as Jr and III:

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals

*Examples:*

Vincent T. DeVita, Jr. *becomes* DeVita VT Jr

James G. Jones II *becomes* Jones JG 2nd

John A. Adams III *becomes* Adams JA 3rd

Henry B. Cooper IV *becomes* Cooper HB 4th

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## Box 6: Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew) or character-based languages (Chinese, Japanese, Korean):

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>].

- Romanize names when they are in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names when the original initial is represented by more than one letter

Iu. A. Iakontov *becomes* Iakontov IuA

G. Th. Tsakalos *becomes* Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat a letter marked with diacritics or accents as if it were not marked

Ä *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ĝ *treated as* g

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters

æ *treated as* ae

œ *treated as* oe

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## Box 7: Organizations as author:

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit "The" preceding an organizational name

The American Cancer Society *becomes* American Cancer Society

- If a division or other part of an organization will be included in the publication, give the parts of the name in descending hierarchical order, separated by commas

American Medical Association, Committee on Ethics.

International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country within parentheses after the name, using the two-letter ISO country code (see Appendix D)

National Academy of Sciences (US).

Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

Canadian Association of Orthodontists; Canadian Dental Association.

American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization(s) will appear on the title page of an article as authors, give both, in the order they will appear in the article; separate them by a semicolon

Sugarman J, Getz K, Speckman JL, Byrne MM, Gerson J, Emanuel EJ; Consortium to Evaluate Clinical Research Ethics.

Pinol V, Castells A, Andreu M, Castellvi-Bel S, Alenda C, Llor X, Xicola RM, Rodriguez-Moranta F, Paya A, Jover R, Bessa X; Spanish Gastroenterological Association, Gastrointestinal Oncology Group.

Margulies EH; NISC Comparative Sequencing Program; Maduro VV, Thomas PJ, Tomkins JP, Amemiya CT, Luo M, Green ED.

- For names of organizations in languages other than English:

- Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they will appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

Istituto di Fisiologia Clinica del CNR.

Universitätsmedizin Berlin.

Nordisk Anaesthesiologisk Forening [Scandinavian Society of Anaesthesiologists].

- Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>]. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

[Russian Respiratory Society].

- Translate names of organizations in character-based languages such as Chinese, Japanese, and Korean. Place all translations in square brackets.

[Chinese Medical Society].

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat a letter marked with diacritics or accents as if it were not marked

À *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ĝ *treated as* g

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters

æ *treated as* ae

œ *treated as* oe

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## Box 8: No author included:

- If no person or organization will be given as the author but editors or translators will be given, begin the reference with the names of the editors or translators. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.

Morrison CP, Court FG, editors.

Walser E, translator.

- If no person or organization will be identified as the author and no editors or translators will be given, begin the reference with the title of the article. Do not use anonymous.

NCRP Report 151. Structural shielding design and evaluation for megavoltage x-and gamma-ray radiotherapy facilities. J Radiol Prot. Forthcoming 2006.

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## Box 9: Options for author names:

The following formats are not NLM practice for citing authors, but they are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon.

Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A. Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- The number of authors may be limited to a specific number, such as the first three authors or first six authors, if space is a consideration. Follow the last named author with a comma and "et al." or "and others."

Rastan S, Hough T, Kierman A, et al.

Adler DG, Baron TH, Davila RE, Egan J, Hirota WK, Leighton JA, and others.

- If both individuals and an organization or organizations will appear on the title page of the article as authors, the individuals may be given as the author and the organization listed at the end of the reference as a note

Buyse M, Loi S, van't Veer L, Viale G, Delorenzi M, Glas AM, d'Assignies MS, Bergh J, Lidereau R, Ellis P, Harris A, Bogaerts J, Therasse P, Floore A, Amakrane M, Piette F, Rutgers E, Sotiriou C, Cardoso F, Piccart MJ. Validation and clinical utility of a 70-gene prognostic signature for women with node-negative breast cancer. J Natl Cancer Inst. Forthcoming 2006. Authors represent the TRANSBIG Consortium.

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## Box 10: Abbreviations in affiliations:

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

*Examples:*

Acad. for Academy

Assoc. for Association

Co. for Company

Coll. for College

Corp. for Corporation

Dept. for Department

Div. for Division

Inst. for Institute or Institution

Soc. for Society

Univ. for University

See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.
- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.
- Be consistent. If you abbreviate a word in one reference, abbreviate the same word in all references.

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**Box 11: E-mail address included:**

- Follow the US state, Canadian province, or country of the author with a period and a space
- Insert the e-mail address as it appears in the publication
- Place the e-mail address within the closing parenthesis for the author affiliation
- Do not end an e-mail address with a period

*Example:*

Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

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## Box 12: Organizational names for affiliations not in English:

- Give the affiliation of all authors or only the first author
- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or two-letter ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses
- For non-English organizational names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.), provide the name in the original language

Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

Pinet LM (Departamento de Servicios de Salud de Emergencia, Escuela de Posgrado, Universidad de Maryland, Condado de Baltimore, USA. lpinetl@umbc.edu).

- Romanize (write in the roman alphabet) or translate organizational names if they are in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsol/roman.html>].

Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucuresti), Burcos T, Ungureanu CD, Zoderu-Popa I.

Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese, Korean)

Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat a letter marked with diacritics or accents as if it were not marked

À treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ô treated as o

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters

æ treated as ae

œ treated as oe

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name that will be carried on the publication may always be used.
- Place the affiliation in parentheses

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## Box 13: Names for cities and countries not in English:

- Use the English form for names of cities and countries whenever possible. However, the name that will be carried on the publication may always be used.

Moskva *becomes* Moscow

Wien *becomes* Vienna

Italia *becomes* Italy

Espana *becomes* Spain

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## Box 14: Article titles not in English:

- Translate article titles not in English. Place all translated titles in square brackets. Indicate the language after the journal title.

Perea-Carrasco R, Castano-Lopez MA, Perez-Coronel R. [Adequate use of drugs and therapeutic efficacy]. Med Clin (Barc). Spanish. Forthcoming 2006.

- Whenever possible, place the original language title or romanized title before the translation

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

Thallinger C, Joukhadar C. Cytochrom-P450 medierte Arzneimittelinteraktionen mit Antibiotika [Cytochrom-P450 mediated drug interactions caused by antibiotics]. Wien Med Wochenschr. German. Forthcoming 2006.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat a letter marked with diacritics or accents as if it were not marked

Ä *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ô *treated as* o

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters

æ *treated as* ae

œ *treated as* oe

*Example:*

Perea-Carrasco R, Castano-Lopez MA, Perez-Coronel R. Uso racional del medicamento y eficacia terapeutica [Adequate use of drugs and therapeutic efficacy]. Med Clin (Barc). Spanish. Forthcoming 2006.

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## Box 15: Article titles in more than one language:

- If an article title will be provided in English as well as other languages, give the English language version of the article title and indicate all languages of publication after the journal title, separated by commas

Slama K. Background information for adopting a policy encouraging earmarked tobacco and alcohol taxes for the creation of health promotion foundations. *Promot Educ.* English, French, Spanish. Forthcoming 2006.

- If an article title will be provided in more than one language and none of them is English, translate the title into English and place the translation within square brackets. Indicate all languages of publication after the journal title, separated by commas.

Teubner E, Marinello CP. [Determination of prospective tooth positions by means of model analysis--the Staub Cranial System]. *Schweiz Monatsschr Zahnmed.* French, German. Forthcoming 2006.

- As an option, precede the translated title with the original language title

Teubner E, Marinello CP. Die Berechnung der prospektiven Zahnposition anhand einer Modellanalyse--das Staub Cranial-System [Determination of prospective tooth positions by means of model analysis--the Staub Cranial System]. *Schweiz Monatsschr Zahnmed.* French, German. Forthcoming 2006.

- If an article title is presented in two equal languages, as often occurs in Canadian publications, give both titles in the order in which they will be given in the text, with an equals sign between them. Indicate the particular languages, separated by commas, after the journal title.

Macdonald N, Squires B, Hawkins D, Downie J, Aberman A, Armstrong P, Davidoff F, Detsky A, Hall J, Hennen B, Rouleau J, Roy C, Scott J, Stewart D. Editorial independence for CMAJ: signposts along the road = L'indépendance de la rédaction du JAMC: des signes positifs. *CMAJ.* English, French. Forthcoming 2006.

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## Box 16: Translated article titles ending in punctuation other than a period:

- Most article titles end in a period. When a translation of an article title is provided, place it in square brackets. Place the closing period outside the brackets.

Collinet P, Decanter C, Lefebvre C, Leroy JL, Vinatier D. [Endometriosis and infertility]. *Gynecol Obstet Fertil.* French. Forthcoming 2006.

or

Collinet P, Decanter C, Lefebvre C, Leroy JL, Vinatier D. Endometriose et infertilité [Endometriosis and infertility]. *Gynecol Obstet Fertil.* French. Forthcoming 2006.

- If a translated article title ends in another form of punctuation, keep that punctuation. Place it within the square brackets and end title information with a period.

Carbonne B. [Hannah's term breech trial: for whom the bell tolls?]. *Gynecol Obstet Fertil.* French. Forthcoming 2006.

or

Carbonne B. Essai de Hannah sur le mode d'accouchement en présentation du siège: pour qui sonne le glas? [Hannah's term breech trial: for whom the bell tolls?]. *Gynecol Obstet Fertil.* French. Forthcoming 2006.

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## Box 17: Article titles containing a Greek letter, chemical formula, or another special character:

- Capitalize the first word of an article title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

Yao S, Zhang Y, Li J. c-jun/AP-1 activation does not affect the antiproliferative activity of phenethyl isothiocyanate, a cruciferous vegetable-derived cancer chemopreventive agent. *Mol Carcinog*. Forthcoming 2006.

Sun Y. p53 and its downstream proteins as molecular targets of cancer. *Mol Carcinog*. Forthcoming 2006.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example,  $\Omega$  becomes omega.

Suzuki T, Hide I, Matsubara A, Hama C, Harada K, Miyano K, Andra M, Matsubayashi H, Sakai N, Kohsaka S, Inoue K, Nakata Y. Microglial  $\alpha 7$  nicotinic acetylcholine receptors drive a phospholipase C/IP<sub>3</sub> pathway and modulate the cell activation toward a neuroprotective role. *J Neurosci Res*. Forthcoming 2006.

or

Suzuki T, Hide I, Matsubara A, Hama C, Harada K, Miyano K, Andra M, Matsubayashi H, Sakai N, Kohsaka S, Inoue K, Nakata Y. Microglial alpha7 nicotinic acetylcholine receptors drive a phospholipase C/IP<sub>3</sub> pathway and modulate the cell activation toward a neuroprotective role. *J Neurosci Res*. Forthcoming 2006.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript within parentheses

Suzuki T, Hide I, Matsubara A, Hama C, Harada K, Miyano K, Andra M, Matsubayashi H, Sakai N, Kohsaka S, Inoue K, Nakata Y. Microglial  $\alpha 7$  nicotinic acetylcholine receptors drive a phospholipase C/IP<sub>3</sub> pathway and modulate the cell activation toward a neuroprotective role. *J Neurosci Res*. Forthcoming 2006.

or

Suzuki T, Hide I, Matsubara A, Hama C, Harada K, Miyano K, Andra M, Matsubayashi H, Sakai N, Kohsaka S, Inoue K, Nakata Y. Microglial alpha7 nicotinic acetylcholine receptors drive a phospholipase C/IP(3) pathway and modulate the cell activation toward a neuroprotective role. *J Neurosci Res*. Forthcoming 2006.

Return to 11. Forthcoming ("in press") / A. Forthcoming Journal Articles / Article Title

## Box 18: Abbreviation rules for journal titles:

- Abbreviate and capitalize significant words in a journal title and omit other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and, L'.

The Journal of Biocommunication *becomes* J Biocommun.

La Pediatria Medica e Chirurgica *becomes* Pediatr Med Chir.

L'Orthodontie Francaise *becomes* Orthod Fr.

- A list of the abbreviations for common English words used in journal titles is in Appendix A. Other sources for title-word abbreviations are:

- *List of Journals Indexed for MEDLINE* [<ftp://nlmpubs.nlm.nih.gov/online/journals/ljiweb.pdf>]
- PubMed Journals database
- Appendix B for non-NLM sources

- Do not abbreviate journal titles that consist of a single word or titles written in a character-based language such as Chinese, Japanese, and Korean

Virology. *remains* Virology.

Kansenshogaku Zasshi. *remains* Kansenshogaku Zasshi.

- Do not include journal subtitles as part of the abbreviated title

JAMA: the Journal of the American Medical Association *becomes* JAMA.

Injury Prevention: Journal of the International Society for Child and Adolescent Injury Prevention *becomes* Inj Prev.

- Omit any punctuation found within a title

Journal of Neuro-Oncology *becomes* J Neurooncol.

Drug-Nutrient Interactions *becomes* Drug Nutr Interact.

Women's Health *becomes* Womens Health.

Oral Surgery, Oral Medicine, Oral Pathology, Oral Radiology, and Endodontics *becomes* Oral Surg Oral Med Oral Pathol Oral Radiol Endod

- Some bibliographies and online databases show a place of publication after a journal title, such as Clin Toxicol (Phila). This practice is used to show that two or more journal titles with the same name reside in a library collection or database; the name of the city where the journal is published distinguishes the various titles. The city is usually shown in abbreviated format following the same rules as for words in journal titles, as Phila for Philadelphia in the example above. If you use a bibliography or database such as PubMed to help construct your reference and a place name is included, you may keep it if you wish.

- See also *Construction of National Library of Medicine Title Abbreviations* [<http://www.nlm.nih.gov/pubs/factsheets/constructtitle.html>]

Return to 11. Forthcoming ("in press") / A. Forthcoming Journal Articles / Journal Title

## Box 19: Non-English journal titles:

- For non-English journal titles appearing in the roman alphabet (French, German, Spanish, Italian, etc.), provide the name in the original language. Abbreviate it according to the Abbreviation rules for journal titles and capitalize all remaining words, including abbreviations. Indicate the language of the article after the journal title.

Sante Ment Que. French. Forthcoming 2006.

- For a journal title in a non-roman alphabet:

- Romanize (write in the roman alphabet) the title if it is in Cyrillic, Greek, Arabic, or Hebrew. Abbreviate it according to the Abbreviation rules for journal titles and capitalize all remaining words, including abbreviations. Indicate the language of the article after the journal title.

Probl Tuberk Bolezn Legk. Russian. Forthcoming 2006.

Refuat Hapeh Vehashinayim. Hebrew. Forthcoming 2006.

- Romanize titles in a character-based language (Chinese, Japanese, Korean). Do not abbreviate any of the words or omit any words; use the capitalization system of the particular language. Indicate the language of the article after the journal title.

Taehan Kan Hakhoe Chi. Korean. Forthcoming 2006.

- It is not NLM practice, but you may translate journal titles in character-based languages. If you do, abbreviate the title according to the Abbreviation rules for journal titles and indicate the language of the article after the journal title.

Korean J Hepatol. Korean. Forthcoming 2006.

- A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>].

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat a letter marked with diacritics or accents as if it were not marked

Ä treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ĝ treated as g

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters

æ treated as ae

œ treated as oe

Return to 11. Forthcoming ("in press") / A. Forthcoming Journal Articles / Journal Title



## Box 20: Single word journal titles:

- Do not abbreviate journal titles consisting of a single word, regardless of language.

Urology. *remains* Urology.

Harefuah. *remains* Harefuah.

Return to 11. Forthcoming ("in press") / A. Forthcoming Journal Articles / Journal Title

## Box 21: Journals appearing in different editions:

- If a journal is published in more than one edition, include the edition information after the title itself
- Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and, L'.
- Separate the edition from the title itself by a space and place it in parentheses
- Do not follow abbreviated words by a period, but end all title information with a period

American Homeopathy. Consumer Edition. *becomes* Am Homeopath (Consum Ed).

American Homeopathy. Professional Edition. *becomes* Am Homeopath (Prof Ed).

Hospital Practice. Office Edition. *becomes* Hosp Pract (Off Ed).

Hospital Practice. Hospital Editon. *becomes* Hosp Pract (Hosp Ed).

- See the Abbreviation rules for editions for further information

Return to 11. Forthcoming ("in press") / A. Forthcoming Journal Articles / Journal Title

## Box 22: Options for journal titles:

The following forms are not NLM practice for citing journal titles, but are acceptable options:

- Periods may be placed after each abbreviated word in the title

J Contin Educ Nurs. *may become* J. Contin. Educ. Nurs.

- The title may be written out in full

Journal of Continuing Education in Nursing.

Return to 11. Forthcoming ("in press") / A. Forthcoming Journal Articles / Journal Title

## Box 23: Abbreviation rules for editions:

- Use the same rules for abbreviating the words in an edition statement as for the words in journal titles because an edition is considered a part of the title in journal citations
- Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and, L'. See Appendix A for a list of commonly abbreviated English words in journal titles. Other sources for title word abbreviations are:
  - *List of Journals Indexed for MEDLINE* [<ftp://nlmpubs.nlm.nih.gov/online/journals/ljiweb.pdf>]
  - PubMed Journals database
  - Appendix B for non-NLM sources.
- Separate the edition from the title itself by a space and place it in parentheses
- Do not follow abbreviated words with a period, but end all title information with a period

*Examples:*

American Homeopathy. Consumer Edition. *becomes* Am Homeopath (Consum Ed).

American Homeopathy. Professional Edition. *becomes* Am Homeopath (Prof Ed).

Hospital Practice. Office Edition. *becomes* Hosp Pract (Off Ed).

Hospital Practice. Hospital Edition. *becomes* Hosp Pract (Hosp Ed).

Return to 11. Forthcoming ("in press") / A. Forthcoming Journal Articles / Edition

## Box 24: Non-English words for editions:

- For non-English edition statements written in the roman alphabet (French, German, Spanish, Italian, etc.):
  - Provide the name in the original language
  - Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: de, der, y, les, and, L'.
  - Sources for word abbreviations are:
    - *List of Journals Indexed for MEDLINE* [<ftp://nlpubs.nlm.nih.gov/online/journals/ljiweb.pdf>]
    - PubMed Journals database
    - Appendix B for non-NLM sources
  - Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with a diacritic or accent as if they are not marked

Ä treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ô treated as o

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ treated as ae

œ treated as oe

- Separate the edition from the title itself by a space and place it in parentheses
- Do not follow abbreviated words with a period, but end all the journal title information with a period

*Examples:*

Tierärztliche Praxis. Ausgabe Klientiere Heimtiere becomes Tierarztl Prax (Auszg Klient Heimtiere).

Angiology. Edición Española. becomes Angiology (Ed Esp).

Farmaco. Edizione Pratica. becomes Farmaco (Ed Prat).

- For an edition statement written in Cyrillic, Greek, Arabic, or Hebrew
    - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>].
    - Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: de, la, por, der, and L'.
    - Sources for word abbreviations are:
      - *List of Journals Indexed for MEDLINE* [<ftp://nlpubs.nlm.nih.gov/online/journals/ljiweb.pdf>]
      - PubMed Journals database
      - Appendix B for non-NLM sources
    - Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
- Example:* ĉ or ĉ becomes c

- Separate the edition from the title proper by a space and place it in parentheses
- Do not follow abbreviated words with a period, but end all journal title information with a period

*Example:*

Pharmakeutikon Deltion. Epistemonike Ekdosis. *becomes* Pharm Delt (Epistem Ekd).

- For an edition statement written in a character-based language such as Chinese, Japanese, and Korean.
  - Transliterate the words for edition
  - Do not abbreviate any of the words or omit any words
  - Use the capitalization system of the particular language
  - Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

*Examples:*

ō *becomes* o

ū *becomes* u

- Separate the edition from the title proper by a space and place it in parentheses
- End all the title information with a period

*Example:*

Fang She Hsueh Shi Jian. Zhong Wen Ban. *becomes* Fang She Hsueh Shi Jian (Zhong Wen Ban).

- It is not NLM practice, but you may translate such journal titles and their editions. If you do, abbreviate them according to the Abbreviation rules for journal titles.

J Jinan Univ (Nat Sci Med Ed).

- Below is a brief list of Non-English words for editions with their abbreviations, if any. (n.a. = not abbreviated)

Language	Word	Abbreviation
Danish	oplag	n.a.
Dutch	uitgave	Uitg
	editie	Ed
Finnish	julkaisu	Julk
French	edition	Ed
German	Ausgabe	Ausg
Greek	ekdosis	Ekd
Italian	edizione	Ed
Norwegian	publikasjon	Publ
Portuguese	edicao	Ed
Russian	izdanielzd	
Spanish	edicion	Ed
Swedish	upplaga	n.a.

Return to 11. Forthcoming ("in press") / A. Forthcoming Journal Articles / Edition

## Box 25: Articles titles ending in punctuation other than a period:

- Most journal article titles end in a period. Place [letter] or [abstract] inside the period.

Ch'ng A, Lowe M. Celecoxib allergies and cross-reactivity [letter]. Intern Med J. Forthcoming 2006.

- If an article title ends in another form of punctuation, keep that punctuation and follow [letter] or [abstract] with a period.

Ammendola E, Russo V, Politano L, Santangelo L, Calabro R. Is heart rate variability a valid parameter to predict sudden death in patients with Becker's muscular dystrophy? [letter]. Heart. Forthcoming 2006.

Return to 11. Forthcoming ("in press") / A. Forthcoming Journal Articles / Article Type

## Box 26: Article titles not in English:

- Most journal article titles end in a period. When a translation of a journal article title is used as the title, place it in square brackets. Place (letter) or (abstract) within the square brackets.

Thabet F, Tilouche S, Tabarki B, Boukadida J, Yacoub M, [Listeria monocytogenes meningitis in an immunocompetent child (letter)]. Arch Pediatr. French. Forthcoming 2006.

- If a translated article title ends in another form of punctuation, keep that punctuation. Place (letter) or (abstract) within the square brackets and end title information with a period.

Sleth JC, Saizy C, Servais R, Pluskwa F, Lafforgue E. [Intrathecal catheter after wet tap in labour: headache prevention? (letter)]. Ann Fr Anesth Reanim. French. Forthcoming 2006.

- When the original language and a translation are provided, place [letter] or [abstract] after the translation and end title information with a period

Thabet F, Tilouche S, Tabarki B, Boukadida J, Yacoub M, Essoussi AS. Une meningite a listeria monocytogenes chez un enfant immunocompetent [Listeria monocytogenes meningitis in an immunocompetent child] [letter]. Arch Pediatr. French. Forthcoming 2006.

Return to 11. Forthcoming ("in press") / A. Forthcoming Journal Articles / Article Type

## Box 27: Both an edition and a type of medium:

- If a journal has both an edition and a type of medium, follow the title with the edition, then the type of medium.

Nucl Acids Res (Electron Ed) [CD-ROM].

Return to 11. Forthcoming ("in press") / A. Forthcoming Journal Articles / Type of Medium

## Box 28: Supplements, parts, special numbers to a volume:

A volume will sometimes be published with a further subdivision instead of an issue. These are usually called a supplement, part, or special number.

- Abbreviate the names for such subdivisions

Supplement = Suppl

Part = Pt

Special Number = Spec No

- Place them after the volume number and end with a period. For example:

- *issue with supplement*

15 Suppl.

45 Suppl A.

87 Suppl 1.

- *issue with part*

66(Pt 2).

24(Pt A).

- *issue with special number*

6 Spec No.

- *with a part*

15 Suppl 1 Pt A.

45 Suppl A Pt 2.

87 Suppl 1 Pt 1.

- *with a supplement*

66(Pt 2 Suppl).

124(Pt A Suppl).

- *with a part*

6 Spec No Pt 2.

- Translate names for supplements, parts, and special numbers into English. See the following examples:

Language	Suppl	Spec No	Pt
French	supplement	nombre speciale	partie
	annexe		part
German	Beiblatt	spezielle Zahl	Teil
	Beilage		
	Erganzung		
Italian	supplemento	numero speciale	parte
Russian	prilozhenie	specialnaja	cast'
	dopolnenie		
Spanish	adjunto	numero especial	parte
	suplemento		
	anejo		

- If the supplement will be given a name rather than the usual letter or number, abbreviate significant words and omit other words such as articles, conjunctions, and prepositions

Abstract Supplement *becomes* Abstr Suppl

Supplement: Dementia *becomes* Suppl Dementia

Supplement: AIDS in Children *becomes* Suppl AIDS Child

- Use the word abbreviations lists found in Appendix A and Appendix B

*Example:* 24 Abstr Suppl.

Return to 11. Forthcoming ("in press") / A. Forthcoming Journal Articles / Volume Number

## Box 29: Non-English names for volume:

- See the following list for the words and abbreviations used for volume in a variety of languages:

aarg. aargang ann  e anno a  o   rg.   rgang band bd. bind

  vf.   vfolyam g. god god. godina godi  t   jaarg. jaargan

g jahrg. jahrgang k  t. k  tet r. ro  n  k rocznik rok sv. svazek

svezak t. tom tom. tome tomo tomus vol. volumen zv. zv  zok zvezek

- Omit these names when creating a citation; use the number only

Return to 11. Forthcoming ("in press") / A. Forthcoming Journal Articles / Volume Number

## Box 30: No volume number present:

Occasionally a journal will publish a series of issues without volumes or will publish a supplement, part, or special number to a date of publication rather than to a volume or issue.

- If there are issues only, no volume numbers, follow the journal title with a space and the issue number, placed in parentheses. End with a period.

Vestn Ross Akad Med Nauk. (9). Russian. Forthcoming 2006.

- If no issue or volume is found, but a supplement, part, or special number to a date of publication is present, follow the journal title with a space and information on the supplement, part, or special number. End with a period.

Biotechniques. Suppl. Forthcoming 2006.

Return to 11. Forthcoming ("in press") / A. Forthcoming Journal Articles / Volume Number

## Box 31: Supplements, parts, special numbers to an issue:

An issue will sometimes be published with a further subdivision, usually called a supplement, part, or special number.

- Abbreviate the names for subdivisions

Supplement = Suppl

Part = Pt

Special Number = Spec No

- Place them after the issue number and inside the parentheses. End with a period. For example:

- *issue with supplement*

(1 Suppl).

(12 Suppl A).

- *issue with part*

(1 Pt 2).

(Pt A).

- *issue with special number*

- *with a part*

(1 Suppl Pt A).

(12 Suppl A Pt 2).

(3 Suppl Pt B).

- *with a supplement*

(Pt 2 Suppl).

(Pt A Suppl).

- *with a part*

(2 Spec No).

(2 Spec No Pt 2).

- Translate names for supplements, parts, and special numbers into English. See the following examples:

Language	Suppl	Spec No	Pt
French	supplement	nombre speciale	partie
	annexe		part
German	Beiblatt	spezielle Zahl	Teil
	Beilage		
	Erganzung		
Italian	supplemento	numero speciale	parte
Russian	prilozhenie	specialnaja	cast'
	dopolnenie		
Spanish	adjunto	numero especial	parte
	suplemento		
	anejo		

- If the supplement will be given a name rather than the usual letter or number, abbreviate significant words and omit other words such as articles, conjunctions, and prepositions. Place them after the issue number and inside the parentheses.

Abstract Supplement *becomes* Abstr Suppl

Supplement: Dementia *becomes* Suppl Dementia

Supplement: AIDS in Children *becomes* Suppl AIDS Child

Use the word abbreviations lists found in Appendix A and Appendix B

*Example:* (5 Suppl Dementia).

Return to 11. Forthcoming ("in press") / A. Forthcoming Journal Articles / Issue Number

## Box 32: Non-English names for issue:

- See the following list of words and abbreviations used for issue (usually variations on the word number) in a variety of languages:

čís. číslo fasc. fascicle fascicule fasciculus heft knižka

no. nommernr. numer número nummer sveska sz. szám

vypusk zesz. zeszyt zošit

- Omit these names when creating a citation; use the number only

Return to 11. Forthcoming ("in press") / A. Forthcoming Journal Articles / Issue Number

## Box 33: No volume number present:

- If there are issues only, no volume numbers, follow the journal title with a space and the issue number, placed in parentheses. End with a period.

Vestn Ross Akad Med Nauk. (9). Russian. Forthcoming 2006.

Return to 11. Forthcoming ("in press") / A. Forthcoming Journal Articles / Issue Number



### Box 34: No issue number present:

- If no issue number, follow the volume number with a period

Prog Drug Res. 63. Forthcoming 2006.

Return to 11. Forthcoming ("in press") / A. Forthcoming Journal Articles / Issue Number

### Box 35: Articles appearing in more than one language:

- If an article is written in English as well as other languages, give the English language version of the article title and indicate all languages of publication after the journal title and any volume or issue number

Gasparini M, Bonito V, Leonardi M, Tarquini D, Colombi L, Congedo M, Marcello N, Causarano R, Gasperini M, Rizzo M, Porteri C, Borghi L, Primavera A, Defanti CA. Neurologists and patients' associations: alliances and conflicts. *Neurol Sci.* 27. English, Italian. Forthcoming 2006.

- If an article is written in more than one language and none of them is English, translate into English the version of the title that will appear first and place the translation in square brackets. Indicate all languages of publication after the journal title and any volume or issue number

Colombo C. [How "Spanish flu" is not recognized]. *Krankenpfl Soins Infirm.* 99(6). French, German, Italian. Forthcoming 2006.

- As an option, when an article title is written in two equal languages as often occurs in Canadian publications, give both titles in the order in which they are presented in the text, with an equals sign between them. Indicate the particular languages, separated by a comma, after the journal title and any volume or issue number.

Rowe T. Do women need androgens? = Le recours aux androgenes est-il indique dans le cas des femmes? *J Obstet Gynaecol Can.* 28(4). English, French. Forthcoming 2006.

Return to 11. Forthcoming ("in press") / A. Forthcoming Journal Articles / Language

### Box 36: Other types of material to include in notes:

The notes element may be used to provide any information that the compiler of the reference feels is useful to the user. For example:

- If the article contains a review of the literature and this is not indicated in the title

Scott DL, Kingsley GH. Tumor necrosis factor inhibitors for rheumatoid arthritis. *N Engl J Med.* 355. Forthcoming 2006. Review.

- If the study on which the article is based was funded or otherwise supported by a particular organization

Arnlov J, Pencina MJ, Amin S, Nam BH, Benjamin EJ, Murabito JM, Wang TJ, Knapp PE, D'Agostino RB Sr, Bhasin S, Vasan RS. Endogenous sex hormones and cardiovascular disease incidence in men. *Ann Intern Med.* 145(3). Forthcoming 2006. Supported by research grants from the Thureus Foundation and the National Heart, Lung, and Blood Institute.

- If the article will contain a handout or informative material used to explain a procedure or a condition or the contents of a specific article are written in non-technical language for the patient or consumer

American Academy of Family Physicians. Information from your family doctor. What you should know about worrying too much. *Am Fam Physician.* 73(6). Forthcoming 2006. Patient education handout to be included.

Return to 11. Forthcoming ("in press") / A. Forthcoming Journal Articles / Notes

## Box 36a: Options for date:

It is not NLM policy, but the following is an acceptable option:

The forthcoming date of publication may follow the author names (or title if there are no authors) in the list of references when the name-year system of in-text references is used.

- Use Forthcoming and the year of publication only
- Place the Forthcoming year after the last named author (or after the title if there is no author), followed by a period

*NLM citation:*

Laking G, Lord J, Fischer A. The economics of diagnosis. Health Econ. Forthcoming 2006.

NCRP Report 151. Structural shielding design and evaluation for megavoltage x-and gamma-ray radiotherapy facilities. J Radiol Prot. Forthcoming 2006.

*Name-year system of citation:*

Laking G, Lord J, Fischer A. Forthcoming 2006. The economics of diagnosis. Health Econ.

NCRP Report 151. Forthcoming 2006. Structural shielding design and evaluation for megavoltage x-and gamma-ray radiotherapy facilities. J Radiol Prot.

Return to 11. Forthcoming ("in press") / A. Forthcoming Journal Articles / Notes

## Box 37: Surnames with hyphens and other punctuation in them:

- Keep hyphens in surnames

Estelle Palmer-Canton *becomes* Palmer-Canton E

Ahmed El-Assmy *becomes* El-Assmy A

- Keep particles, such as O', D', and L'

Alan D. O'Brien *becomes* O'Brien AD

James O. L'Esperance *becomes* L'Esperance JO

U. S'adeh *becomes* S'adeh U

- Omit all other punctuation in surnames

Charles A. St. James *becomes* St James CA

Return to 11. Forthcoming ("in press") / B. Forthcoming Books / Author/Editor

## Box 38: Other surname rules:

- Keep prefixes in surnames

Lama Al Bassit *becomes* Al Bassit L

Jiddeke M. van de Kamp *becomes* van de Kamp JM

Gerard de Pouvoirville *becomes* de Pouvoirville G

- Keep compound surnames even if no hyphen appears

Sergio Lopez Moreno *becomes* Lopez Moreno S

Jaime Mier y Teran *becomes* Mier y Teran J

Virginie Halley des Fontaines *becomes* Halley des Fontaines V

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

À *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ô *treated as* o

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

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### Box 39: Given names containing punctuation, a prefix, a preposition, or particle:

- Disregard hyphens joining given (first or middle) names

Jean-Louis Lagrot *becomes* Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle

D'Arcy Hart *becomes* Hart D

W. St. John Patterson *becomes* Patterson WS

De la Broquerie Fortier *becomes* Fortier D

Craig McC. Brooks *becomes* Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

Ch. Wunderly *becomes* Wunderly C

C. Fr. Erdman *becomes* Erdman CF

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

Iu. A. Iakontov *becomes* Iakontov IuA

G. Th. Tsakalos *becomes* Tsakalos GTh

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### Box 40: Degrees, titles, and honors before or after a personal name:

- Omit degrees, titles, and honors such as M.D. following a personal name

James A. Reed, M.D., F.R.C.S. *becomes* Reed JA

Kristine Schmidt, Ph.D. *becomes* Schmidt K

Robert V. Lang, Major, US Army *becomes* Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name

Sir Frances Hildebrand *becomes* Hildebrand F

Dr. Jane Eberhard *becomes* Eberhard J

Captain R.C. Williams *becomes* Williams RC

Return to 11. Forthcoming ("in press") / B. Forthcoming Books / Author/Editor

## Box 41: Designations of rank in a family, such as Jr and III:

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals

*Examples:*

Vincent T. DeVita, Jr. *becomes* DeVita VT Jr

James G. Jones II *becomes* Jones JG 2nd

John A. Adams III *becomes* Adams JA 3rd

Henry B. Cooper IV *becomes* Cooper HB 4th

Return to 11. Forthcoming ("in press") / B. Forthcoming Books / Author/Editor

## Box 42: Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew) or character-based languages (Chinese, Japanese, Korean):

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>].

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

Iu. A. Iakontov *becomes* Iakontov IuA

G. Th. Tsakalos *becomes* Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked

Ä *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ô *treated as* o

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

Return to 11. Forthcoming ("in press") / B. Forthcoming Books / Author/Editor

### Box 43: Non-English words for editor:

- Translate the word found for editor into English to assist the reader. However, the wording found on the publication may always be used.
- Below is a brief list of non-English words for editor:

Language	Word for Editor
French	redacteur
	editeur
German	redakteur
	herausgeber
Italian	redattore
	curatore
	editore
Russian	redaktor
	izdatel
Spanish	redactor
	editor

Return to 11. Forthcoming ("in press") / B. Forthcoming Books / Author/Editor

## Box 44: Organizations as author:

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit "The" preceding an organizational name

The American Cancer Society *becomes* American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

American Medical Association, Committee on Ethics.

International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

National Academy of Sciences (US).

Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations with a semicolon

Canadian Association of Orthodontists; Canadian Dental Association.

American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization or organizations will appear on the title page of a book as authors, use the names of the individuals as the author and give the organization or organizations at the end of the reference as a note

Prepared for the International Union of Pure and Applied Chemistry.

- For names of organizations in languages other than English:

- Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

Istituto di Fisiologia Clinica del CNR.

Universitätsmedizin Berlin.

Nordisk Anaesthesiologisk Forening [Scandinavian Society of Anaesthesiologists].

- Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>]. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

or

[Russian Respiratory Society].

- Translate names of organizations in character-based languages such as Chinese, Japanese, and Korean. Place all translations in square brackets.

[Chinese Medical Society].

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat a letter marked with diacritics or accents as if it were not marked

Ä *treated as* A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ô treated as o

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters

æ treated as ae

œ treated as oe

Return to 11. Forthcoming ("in press") / B. Forthcoming Books / Author/Editor

## Box 45: No author included:

- If no person or organization will be given as the author but editors or translators will be given, begin the reference with the names of the editors or translators. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.

Morrison CP, Court FG, editors.

Walser E, translator.

- If no person or organization will be identified as the author and no editors or translators will be given, begin the reference with the title of the book. Do not use anonymous.

Stedman's neurology & neurosurgery words. 4th ed. Baltimore (MD): Lippincott Williams & Wilkins. Forthcoming 2007.

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## Box 46: Options for author names:

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon.

Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.

Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."

Rastan S, Hough T, Kierman A, et al.

Adler DG, Baron TH, Davila RE, and others.

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## Box 47: Abbreviations in affiliations:

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

### *Examples:*

Acad. for Academy  
Assoc. for Association  
Co. for Company  
Coll. for College  
Corp. for Corporation  
Dept. for Department  
Div. for Division  
Inst. for Institute or Institution  
Soc. for Society  
Univ. for University

See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.
- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.
- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

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## Box 48: E-mail address included:

- Follow the US state, Canadian province, or country of the author with a period and a space
- Insert the e-mail address as it appears in the publication
- Place the e-mail address within the closing parenthesis for the author affiliation
- Do not end an e-mail address with a period

### *Example:*

Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

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## Box 49: Organizational names for affiliations not in English:

- Give the affiliation of all authors or only the first author
- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.
- Provide the name in the original language for non-English organization names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>].

Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucurest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I.

Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese, Korean)

Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat a letter marked with diacritics or accents as if it were not marked

Å treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ĝ treated as g

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters

æ treated as ae

œ treated as oe

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name that will be carried on the publication may always be used.

Return to 11. Forthcoming ("in press") / B. Forthcoming Books / Author Affiliation

## Box 50: Names for cities and countries not in English:

- Use the English form for names of cities and countries whenever possible. However, the name that will be carried on the publication may always be used.

Moskva *becomes* Moscow

Wien *becomes* Vienna

Italia *becomes* Italy

Espana *becomes* Spain

Return to 11. Forthcoming ("in press") / B. Forthcoming Books / Author Affiliation

## Box 51: Titles not in English:

- Provide the title in the original language for non-English titles found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Narro Robles J, Rivero Serrano O, Lopez Barcena JJ. Diagnostico y tratamiento en la practica medica. Mexico City: Editorial El Manual Moderno. Spanish. Forthcoming 2006.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>].

Grigorian RA. Abdominalnai a khirurgiia. Moscow: Med. Informatsionnoe Agentstvo. Russian. Forthcoming 2006.

- Romanize or translate titles in character-based languages (Chinese, Japanese, Korean). Place translated titles in square brackets.

Kodama N. Infomudo konsento. Tokyo: Nakayama Shoten. Japanese. Forthcoming 2006.

or

Kodama N. [Informed consent]. Tokyo: Nakayama Shoten. Japanese. Forthcoming 2006.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat a letter marked with diacritics or accents as if it were not marked

Å *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ĝ *treated as* g

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters

æ *treated as* ae

œ *treated as* oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

Philbert-Hasucha S. Pflegekompendium: Wirkstoffe, Materialien, Techniken. Heidelberg: Springer Medizin. German. Forthcoming 2006.

- Provide an English translation after the original language title if possible; place translations in square brackets

Greim H, editor. Gesundheitsschadliche Arbeitsstoffe [Workplace materials injurious to health]. Weinheim (Germany): Wiley-VCH. German. Forthcoming 2006.

Narro Robles J, Rivero Serrano O, Lopez Barcena JJ. Diagnostico y tratamiento en la practica medica [Diagnosis and treatment in medical practice]. Mexico City: Editorial El Manual Moderno. Spanish. Forthcoming 2006.

Return to 11. Forthcoming ("in press") / B. Forthcoming Books / Title

## Box 52: Titles in more than one language:

- If a book title is written in several languages, give the title in the first language that will appear on the title page and indicate all languages of publication after the publisher name. Separate the languages by commas and end the list with a period.

Chen WP. Asian blepharoplasty and the eyelid crease. Philadelphia: Butterworth Heinemann/Elsevier. English, Japanese. Forthcoming 2006.

Betta E. Animare la vita: disciplina della nascita tra medicina e morale nell'Ottocento. Bologna (Italy): Il Mulino. Italian, French. Forthcoming 2006.

- If a book title will be presented in two or more equal languages, as often occurs in Canadian publications, give all titles in the order in which they will appear in the text, with an equals sign between them. Indicate the languages, separated by commas, after the publisher name. End the list with a period.

Mapping FASD training opportunities in Canada: an environmental scan = Portrait global des possibilites de formation sur l'ETCAF au Canada: analyse de la conjecture. Ottawa (ON): Public Health Agency of Canada. English, French. Forthcoming 2006.

- If none of the languages is English, follow the title with a translation whenever possible. Place the translation in square brackets.

Sprumont D, Poledna T, editors. Medizinische Forschung - Haftung und Versicherung [Medical research: liability and insurance]. Zurich: Universite de Neuchatel. German, French. Forthcoming 2006.

Return to 11. Forthcoming ("in press") / B. Forthcoming Books / Title

## Box 53: Titles containing a Greek letter, chemical formula, or another special character:

- Capitalize the first word of a book title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

1,3-dichloro-5,5-dimethylhydantoin.

von Willebrand factor.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example,  $\Omega$  becomes omega.

Enantioselective synthesis of  $\beta$ -amino acids.

*may become*

Enantioselective synthesis of beta-amino acids.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

TiO<sub>2</sub> nanoparticles.

*may become*

TiO(2) nanoparticles.

Return to 11. Forthcoming ("in press") / B. Forthcoming Books / Title

## Box 54: Titles not in English:

- If a translation of a title is provided, place the translation after the original title and place it in square brackets

Narro Robles J, Rivero Serrano O, Lopez Barcena JJ. Diagnostico y tratamiento en la practica medica [Diagnosis and treatment in medical practice]. Mexico City: Editorial El Manual Moderno. Spanish. Forthcoming 2006.

- If a book will be published in a non-print medium (videocassette, CD-ROM, DVD, Internet, etc.), place the name of the medium in square brackets following the translation

Etude et traitement de la meningite tuberculeuse [Study and treatment of meningeal tuberculosis] [CD-ROM].

Return to 11. Forthcoming ("in press") / B. Forthcoming Books / Type of Medium

## Box 55: Titles ending in punctuation other than a period:

- Most titles of books end in a period. Place the name of the medium (videocassette, CD-ROM, DVD, Internet, etc.) in square brackets inside the period

Women and medicine [CD-ROM].

- If a title ends in another form of punctuation, keep that punctuation and follow the name of the medium with a period

AIDS is over, right? [Internet].

Return to 11. Forthcoming ("in press") / B. Forthcoming Books / Type of Medium

## Box 56: Abbreviation rules for editions:

- Abbreviate common words found in edition statements, if desired:

Word	Abbreviation
edition	ed.
abbreviated	abbr.
abridged	abr.
American	Am.
augmented	augm.
authorized	authoriz.
English	Engl.
enlarged	enl.
expanded	expand.
illustrated	ill.
modified	mod.
original	orig.
reprint(ed)	repr.
revised	rev.
special	spec.
translation	transl.

Word	Abbreviation
translated	
<ul style="list-style-type: none"><li>Follow abbreviated words with a period and end all edition information with a period</li></ul> <p>3rd rev. ed.</p> <p>1st Engl. ed.</p> <p>Return to 11. Forthcoming ("in press") / B. Forthcoming Books / Edition</p>	

## Box 57: Non-English words for editions:

- For non-English edition statements written in the roman alphabet (French, German, Spanish, Italian, etc.):
  - Provide the name in the original language
  - Abbreviate common words used in edition statements if the language is a familiar one
  - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words
  - Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

Ä treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ô treated as o

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ treated as ae

œ treated as oe

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
- Separate the edition from the title proper by a space
- Retain the punctuation used in the edition statement
- Follow abbreviated words by a period
- End edition information with a period

*Examples:*

Ed. 1a.

5. ed. interamente riv. e aggiornata.

2. ed. veneta.

Nuova ed.

Seconda ed.

4a ed. rev. e ampliada.

2° ed. ampliada y actualizada.

- For an edition statement written in Cyrillic, Greek, Arabic, or Hebrew:
  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>].
  - Abbreviate common words used in edition statements if the language is a familiar one
  - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words
  - Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

*Example:* ĉ or ĉ becomes c



- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
- Separate the edition from the title proper by a space
- Retain the punctuation used in the edition statement
- Follow abbreviated words by a period
- End all edition information with a period

*Examples:*

Izd. 3., perer. i dop.

2. dopunjeno izd.

2. ekd. epeux.

3. ekd.

- For an edition statement written in a character-based language such as Chinese, Japanese, and Korean:
  - Transliterate or translate the words for edition
  - Do not abbreviate any of the words or omit any words
  - Use the capitalization system of the particular language
  - Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

*Examples:*

ǒ *becomes* o

ū *becomes* u

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
- Separate the edition from the title by a space
- Retain the punctuation used in the edition statement.
- End all edition information with a period

*Examples:*

Shohan.

Dai 1-han.

Dai 3-pan.

Di 3 ban.

Cai se ban, Xianggang di 1 ban.

Che 6-p'an.

- Below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

Language	Word for Edition	Abbreviation
Danish	oplag	n.a.
	udgave	
Dutch	uitgave	uitg.
	editie	ed.
Finnish	julkaisu	julk.
French	edition	ed.
German	Ausgabe	Ausg.
	Auflage	Aufl.
Greek	ekdosis	ekd.
Italian	edizione	ed.

Language	Word for Edition	Abbreviation
Norwegian	publikasjon	publ.
	utgave	utg.
Portuguese	edicao	ed.
Russian	izdanie	izd.
	publikacija	publ.
Spanish	edicion	ed.
	publicacion	publ.
Swedish	upplaga	n.a.

Return to 11. Forthcoming ("in press") / B. Forthcoming Books / Edition

## Box 58: First editions

- Do not include any statement of edition if the book to be published will be the first edition

Return to 11. Forthcoming ("in press") / B. Forthcoming Books / Edition

## Box 59: More than one type of secondary author:

A book may have several types of secondary author.

- List all of them in the order they will be given in the book
- Separate each type of secondary author with the accompanying role by a semicolon
- End secondary author information with a period

*Examples:*

Smith BC, editor; Carson HT, illustrator.

Graber AF, Longstreet RG, translators; Johnson CT, Marks C, Huston MA, illustrators.

Return to 11. Forthcoming ("in press") / B. Forthcoming Books / Editor and Other Secondary Authors

## Box 60: Secondary author performing more than one role:

If the same secondary author performs more than one role:

- List all of them in the order they will be given in the book
- Separate the roles by "and"
- End secondary author information with a period

*Example:*

Jones AB, editor and translator.

Return to 11. Forthcoming ("in press") / B. Forthcoming Books / Editor and Other Secondary Authors

## Box 61: Non-English names for secondary authors:

- Translate the word for editor, translator, illustrator, or other secondary author into English if possible. However, the wording that will be found on the publication may always be used.
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

À treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ğ treated as g

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ treated as ae

œ treated as oe

- Below is a brief list of non-English words for secondary authors:

Language	Word for Editor	Word for Translator	Word for Illustrator
French	redacteur editeur	traducteur	illustrateur
German	redakteur herausgeber	ubersetzer dolmetscher	erlauterer
Italian	redattore curatore editore	traduttore	disegnatore
Russian	redaktor izdatel	perevodchik	konstruktor
Spanish	redactor editor	traductor	ilustrador

Return to 11. Forthcoming ("in press") / B. Forthcoming Books / Editor and Other Secondary Authors

## Box 62: Organization as editor:

On rare occasions an organization will be listed as the editor.

- Follow the instructions for entering the organizational name found under Organizations as author
- Place a comma, space, and the word editor after the organizational name
- End with a period

Advisory Committee on Existing Chemicals of Environmental Relevance, editor.

Return to 11. Forthcoming ("in press") / B. Forthcoming Books / Editor and Other Secondary Authors

## Box 63: Non-US cities:

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, whenever possible. However, the name as found on the publication may always be used.
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

À treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ĝ treated as g

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ treated as æ

œ treated as oe

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:

Montreal (QC):

Ottawa (ON):

Vancouver (BC):

- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.

London:

Rome:

Paris:

Madrid:

*but*

Malaga (Spain): or Malaga (ES):

Basel (Switzerland): or Basel (CH):

Oxford (England): or Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

Return to 11. Forthcoming ("in press") / B. Forthcoming Books / Place of Publication

## Box 64: Joint publication:

Two organizations may co-publish a book.

- Use the city of the first organization that will be found on the title page as the place of publication
- Place the name of the second organization as a note at the end of the citation, if desired

Co-published by the Canadian Medical Association.

- Do not give multiple places as place of publication or include multiple publishers

Return to 11. Forthcoming ("in press") / B. Forthcoming Books / Place of Publication

## Box 65: Multiple places of publication:

- If more than one place of publication will appear in the book, use the one that will appear first on the title page or the one that will be set in the largest type or in bold type. Do not give multiple places.
- As an option, if one place is a US city and the other(s) are not, use the US city

Return to 11. Forthcoming ("in press") / B. Forthcoming Books / Place of Publication

## Box 66: Abbreviated words in publisher names:

- Abbreviate commonly used words in publisher names, if desired

*Examples:*

Acad. for Academy

Assoc. for Association

Co. for Company

Coll. for College

Corp. for Corporation

Dept. for Department

Div. for Division

Inst. for Institute or Institution

Ltd. for Limited

Soc. for Society

Univ. for University

See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.
- Follow all abbreviated words with a period

Return to 11. Forthcoming ("in press") / B. Forthcoming Books / Publisher

## Box 67: Non-English names for publishers:

- Give publisher names appearing in the roman alphabet (French, Spanish, Italian, etc.) in their original language

Rome: Societa Editrice Universo.

Lisbon: Imprensa Medica.

- Romanize names given in Cyrillic, Greek, Arabic, Hebrew

Sofia (Bulgaria): Sofia Medizina i Fizkultura.

- Romanize names or translate names presented in character-based languages (Chinese, Japanese, Korean). Place all translated publisher names in square brackets unless the translation will be given in the publication.

Tokyo: Medikaru Rebyusha.

Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute].

Taiyuan (China): Shanxi ke xue ji she chu ban she.

[Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

Å *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ô *treated as* o

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

- If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.

Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press].

- If the name of a division or other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero.

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation will be given in the publication.

Aarhus (Denmark): [Aarhus University Press].

Return to 11. Forthcoming ("in press") / B. Forthcoming Books / Publisher

## Box 68: Government agencies and other national and international bodies as publisher:

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D).

National Cancer Institute (US)

National Society on Alcoholism and Drug Dependence (NZ)

Royal Society of Medicine Press Ltd. (GB)

Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor, which disseminates documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency that will issue the book as the publisher and include distributor information as a note, if desired, preceded by "Available from: ".

Return to 11. Forthcoming ("in press") / B. Forthcoming Books / Publisher

## Box 69: Joint publication:

Two organizations may co-publish a book.

- Use the city of the first organization that will be found on the title page as the place of publication
- Place the name of the second organization as a note at the end of the citation, if desired

Co-published by the Canadian Medical Association.

- Do not give multiple places as place of publication or include multiple publishers

Return to 11. Forthcoming ("in press") / B. Forthcoming Books / Publisher

## Box 70: Multiple publishers:

- If the name of more than one publisher will be found in a book, use the first one that will appear on the title page as the publisher
- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.
- Do not list multiple publishers. For those publications with joint or co-publishers, use the name that will appear first on the title page as the publisher and include the name of the second as a note if desired. For example, use "Jointly published by the Canadian Pharmacists Association".
- End publisher information with a period

Return to 11. Forthcoming ("in press") / B. Forthcoming Books / Publisher

## Box 71: Books appearing in more than one language:

- If a book is written in several languages, give the title in the first language that will appear on the title page and indicate all languages of publication after the publisher. Separate the languages by commas.

Chen WP. Asian blepharoplasty and the eyelid crease. Philadelphia: Butterworth Heinemann/Elsevier. English, Japanese. Forthcoming 2006.

Betta E. Animare la vita: disciplina della nascita tra medicina e morale nell'Ottocento. Bologna (Italy): Il Mulino. Italian, French. Forthcoming 2006.

- If a book is written in two or more equal languages, as often occurs in Canadian publications, give all titles in the order in which they will appear on the title page, with an equals sign between them. Indicate the languages, separated by commas, after the publisher.

Mapping FASD training opportunities in Canada: an environmental scan = Portrait global des possibilites de formation sur l'ETCAF au Canada: analyse de la conjecture. Ottawa (ON): Public Health Agency of Canada. English, French. Forthcoming 2006.

- If none of the languages is English, follow the title with a translation whenever possible. Place the translation in square brackets.

Sprumont D, Poledna T, editors. Medizinische Forschung - Haftung und Versicherung [Medical research: liability and insurance]. Zurich: Universite de Neuchatel. German, French. Forthcoming 2006.

Return to 11. Forthcoming ("in press") / B. Forthcoming Books / Language

## Box 72: Other types of material to include in notes:

The notes element may be used to provide any information that the compiler of the reference feels is useful. Begin by citing the book, then add the note. Some examples of notes are:

- If a book will have supplemental material accompanying it in the form of a videocassette, CD-ROM, DVD, or another medium, begin by citing the book. Add the phrase "Accompanied by: " followed by the number and type of medium.

Accompanied by: 1 CD-ROM.

- If the book is translated or otherwise adapted from another book, give the name of the original

Originally published in French under the title Decodage Biologique et Destin Familial.

- If the book was sponsored by or prepared for a particular organization, give the name

Prepared for the International Union of Pure and Applied Chemistry.

- If the book contains material of particular interest to the audience that may not be apparent from the title, describe it

16 pages of plates, some color.

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## Box 73: Options for date:

It is not NLM policy, but the following is an acceptable option:

The forthcoming date of publication may follow the author names (or title if there are no authors) in the list of references when the name-year system of in-text references is used.

- Use Forthcoming and the year of publication only
- Place the Forthcoming year after the last named author (or after the title if there is no author), followed by a period

*NLM citation:*

Posner MI, Rothbart MK. Educating the human brain. Washington: American Psychological Association. Forthcoming 2007.

Stedman's neurology & neurosurgery words. 4th ed. Baltimore (MD): Lippincott Williams & Wilkins. Forthcoming 2007.

*Name-year system of citation:*

Posner MI, Rothbart MK. Forthcoming 2007. Educating the human brain. Washington: American Psychological Association.

Stedman's neurology & neurosurgery words. Forthcoming 2007. 4th ed. Baltimore (MD): Lippincott Williams & Wilkins.

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